



Edgerton Public Library

101 Albion Street | 608-884-4511 | www.als.lib.wi.us/epl

Circulation Policy

The Edgerton Public Library enhances quality of life by providing opportunities for personal growth, learning, and enjoyment to area residents by making available a variety of resources and expert assistance in a welcoming, comfortable facility.

In support of this mission, the Edgerton Public Library loans materials to persons in the community without discrimination regarding age, sex, race, philosophy, lifestyle or human condition. In providing borrowing privileges, the library promotes use of materials, ensures the rights of borrowers and protects the interests of the taxpayers. The library circulates materials in a variety of formats including, but not limited to, books, audio recordings, video recordings, magazines, children's literacy kits, and other materials.

I. REGISTRATION.

A. Acquiring a library borrower's card.

1. All persons who borrow library materials are required to possess a current Edgerton Public Library card or a library card in good standing from a SHARE consortium library. A person may have no more than one library card from the Arrowhead Library System.
2. Borrowers' cards are issued for a two-year period and are renewable.
3. A person who applies for a borrower's card is required to sign the application and accept responsibility for all items borrowed. If a person is unable to sign his/her name because of a disability or inability to write, a stamp or signature by another person will be accepted on his/her behalf.
4. Persons age 16 and older must show identification with name and current address when applying for a borrower's card. Persons younger than age 16 must have the signature of a parent, foster parent or legal guardian on their applications.
5. The parent, foster parent or legal guardian who signs an application for a child is responsible for all items borrowed with that child's card.
6. Name and address changes are to be reported to the library as soon as they occur so that records can be kept current.

B. Eligible borrowers include:

1. Residents of the City of Edgerton.
2. Cardholders of other SHARE consortium libraries. (Arrowhead, Lakeshores, and Kenosha Library Systems)
3. Residents of other counties in the state of Wisconsin.
4. Out-of-state residents without an address in Wisconsin are eligible to obtain an Edgerton Public Library card upon payment of an annual fee.

II. BORROWING MATERIALS.

A. All circulating materials in the library's collection are available for checkout to any person with a valid borrower's card, except as qualified below.

1. A maximum of fifty DVD video recordings and computer software programs may be charged to a borrower's card at one time.
2. Each family shall have the right and responsibility to set standards for their own children. Standards applied to their children shall not be imposed on anyone else's child.
3. The library will not assert the rights of a minor child over the rights of that child's parents. The library will comply with a parent or guardian's written request restricting his/her minor child's access to specific collections or materials at checkout.
4. Materials may be checked out without presentation of a borrower's card if the person is a cardholder within the SHARE Consortium and current photo identification is presented.

B. Loan periods for library materials are:

1. Most books and audio materials: 21 days.
2. Magazines: 7 days.
3. Video recordings (DVD and BLU-RAY): 7 days (single disk) and 21 days (series)
4. Interlibrary loan materials: the time period is determined by the library that lends the items.
5. Some materials do not circulate, including reference materials and newspapers.

C. Renewals.

1. Library materials may be renewed up to two times unless another patron has placed a hold on that item.
2. Persons must renew items in one of these ways:
 - a. Online at the SHARE catalog website
 - b. Present the materials and borrower's card at the library circulation desk.
 - c. Telephone the library and give the patron's name and barcode number on his/her borrower's card, and the title and barcode number(s) of the item(s) to be renewed.

III. RETURNING BORROWED MATERIALS.

A. Borrowed materials are to be returned to the designated return areas inside the library during the library's business hours, or in the outside book return 24 hours per day.

B. Items must be returned by the time the library opens following the day they are due in order to avoid late charges.

C. Borrowed materials may be returned to any public library in the SHARE consortium, except those borrowed through interlibrary loan.

D. Items that are borrowed through interlibrary loan are to be returned to the library where they were picked up rather than the library that owns them.

IV. LATE PENALTIES.

Effective January, 2021, the Library Board voted to eliminate all overdue fines on most materials owned by the Edgerton Public Library. This does not apply to materials borrowed from other SHARE consortium libraries.

- A. Some specialty items will assess late penalties. These items include equipment such as Launchpads and Magiscopes.
- B. The maximum late charge per item is \$5.00.
- C. Borrowers can be notified of any late charges at the time of checkout and by accessing their account online.
- D. Failure to return library materials is a violation of state law. The library reserves the right to utilize assistance from the police department and/or city attorney and/or a collection agency to recover long overdue materials that are valued at \$50 or more or are borrowed through interlibrary loan.

V. RESERVES.

- A. Cardholders may reserve library materials by placing holds directly from the library's catalog in the library, via the Internet, or asking a library employee on duty to place holds on the desired items.
- B. Persons with pending holds will be notified by telephone, e-mail or text when the materials are available.
- C. Reserved items will be held at the circulation desk for seven days.
- D. Persons must present the library card or valid ID of the person's name items are being held under when picking up holds.

VI. DENIAL OF BORROWING PRIVILEGES.

Library staff may deny borrowing privileges to cardholders with the following conditions:

1. Persons who have accumulated \$10.00 or more in charges from fines or fees will have their borrowing privileges suspended until they have reduced these charges to less than \$10.00. This may include items that are overdue and have not yet been returned. These fines are considered "pending" until the items are renewed or returned.
2. Any person who fails to return materials borrowed through interlibrary loan without paying replacement cost will have his/her borrowing privileges suspended until the debt to the library is satisfied or forgiven.
3. Destruction of library property including library materials or library property may result in denial of borrowing privileges for a time to be determined by the Library Director.

VII. LOST CARDS.

- A. A person who loses his/her borrower's card or has it stolen must notify the library of the loss as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. After the library is notified that a card is lost, the library will not hold the person responsible for items checked out against the lost card.
- B. Persons must pay all fines and return all overdue materials before receiving replacements for lost borrowers' cards.
- C. The library charges \$2.00 to replace lost borrowers' cards. There is no charge for the first card for any library user.

VIII. CONFIDENTIALITY.

- A. All library circulation records are confidential in accordance with Wisconsin Statute 43.30.
- B. The contents of circulation records shall not be made available to anyone except under the written order of the Library Director, in response to a proper legal process, order, or subpoena under the law.
- C. Custodial parents or legal guardians will be given access to library records of their children in accordance with state law. A library card or photo ID must be provided and the adult must be designated as the parent, foster parent, or legal guardian on the child's library card.

IX. LOST OR DAMAGED MATERIALS.

- A. The library charges full replacement cost for any materials that are lost or damaged so badly that they can no longer be used.
- B. If a lost item that has been paid for is found later and returned to the library, the patron will not be given a refund.
- C. A damage charge of \$2.00 - \$5.00 will be imposed for an item in need of repairs or with supplementary materials missing.

X. INTERLIBRARY LOAN.

- A. The Edgerton Public Library participates in WISCAT, the statewide resource sharing system administered through the Wisconsin Department of Public Instruction.
- B. Items that are not available through the SHARE consortium may be requested through WISCAT.
 - 1. Patrons may initiate this request on their own through the SHARE catalog.
 - 2. Patrons may initiate this request by asking a library staff member.
- C. Items that are less than 6 months old or are in high demand may not be requested through interlibrary loan.
- D. All interlibrary loan materials must be returned to the Edgerton Public Library.

XI. INTERPRETATION OF POLICY.

- A. Responsibility for the administration and interpretation of this policy rests with the Library Director.

Approved by the Edgerton Public Library Board
October 10, 2001; revised December 8, 2004; revised July 10, 2018; revised April 13, 2021.